

THIS IS A RE-SOLICITATION OF PROGRAM 3558-S. THESE SPECIFICATIONS HAVE BEEN REVISED.

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ).
THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS
SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPARTS UNLESS SPECIFICALLY
STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

U.S. GOVERNMENT PRINTING OFFICE
Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS
For the Procurement of
Ceremonial Printing and Overprinting

as requisitioned from the U.S. Government Printing Office (GPO) by
Defense Automated Printing Service
Wright-Patterson AFB, Ohio

Single Award

TERM OF CONTRACT: The term of this contract is for 1 year (base year period of Date of Award through August 31, 2005) and 4 option year periods (September 1, 2005 through August 31, 2006, September 1, 2006 through August 31, 2007, September 1, 2007 through August 31, 2008 and September 1, 2008 through August 31, 2009). Special attention is directed to the following provision and clauses in Section 1 of this contract: "Option to Extend the Term of the Contract", and "Economic Price Adjustment".

MAIL OR TELEFAX REPLY REQUESTED: Please review these specifications and mail your reply to U.S. Government Printing Office, Columbus Regional Printing Procurement Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215 or telefax your reply to Columbus RPPO (614) 488-4577. **NO TELEPHONE BIDS WILL BE ACCEPTED.**

QUOTES ARE REQUESTED BY: 2:00 p.m., prevailing Columbus, Ohio time,
September 24, 2004

BIDDERS PLEASE NOTE: This is a resolicitation. The specifications have been revised. Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding.

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 80-mile radius of Wright-Patterson AFB, Ohio.

Abstract is available on GPO Web Site at: <http://www.gpo.gov/procurement/index.html>

BEFORE AWARD: ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL
Linda Price (614)-488-4616, extension 22.

AFTER AWARD: REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR
Joni Dial (614)-488-4616, extension 17.

NO COLLECT CALLS

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 06/01)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised 08/02)).

GPO PUB. 310.2 IS AVAILABLE ON GPO WEB SITE AT
http://www.access.gpo.gov/procurement/ctterms/ct_title.html

GPO PUB. 310.1 IS AVAILABLE ON GPO WEB SITE AT
<http://www.access.gpo.gov/procurement/qatap/qatap1.html>

REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level II
- (b) Finishing (item related) Attributes -- Level II

Inspection Levels (from ANSI/ASQC Z 1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy/Disk or Approved Proofs/Press Sheets
P-8. Halftone Match	Camera Copy/Disk or Approved Proofs/Press Sheets
P-9. Solid and Screen Tint Color Match	Pantone Matching System

OPTION TO EXTEND THE CONTRACT TERM: The Government may extend the term of this contract by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises an option, the extended contract shall be considered to include this clause. The duration of this contract, including the exercise of any options under this clause, shall not exceed August 31, 2009.

Notwithstanding the above paragraph, at the request of the Government, the term of any contract resulting from this solicitation may be further extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers-Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of this contract.

This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.

- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

PAYMENT: Submit all vouchers to: Comptroller, STOP FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, D.C. 20401.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractors facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

POSTAWARD CONFERENCE: The total requirements of the job as indicated in these specifications, will be reviewed by Government representatives at the contractor's plant immediately after award.

NOTE: The contractor must have a sample of the White Sunray Text, and Blazer Blue Beckett Cambric Cover available for approval by the Government.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order may be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by Government. Orders may be issued under the contract from Date of Award through August 31, 2005 (plus options). All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

DELIVERY/SHIPPING STATUS INFORMATION: The contractor is to use the GPO furnished form to report the delivery/shipment status on each order. The form is to be reproduced as needed by the contractor. This information **MUST** be furnished to GPO - Columbus, RPPO on each order. The information as contained on this form is to be faxed or called to the Columbus RPPO.

Fax Number (614) 488-9618
Telephone Number (614) 488-4616, extension 19
NO COLLECT CALLS

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of ceremonial printing and overprinting requiring such operations as copy pickup, reproducible, printing contractor furnished stock/paper/envelopes, overprinting government furnished stock/paper/envelopes, printing and overprinting in up to two ink colors, binding, packing, and delivery.

TITLE: Ceremonial Printing and Overprinting

FREQUENCY OF ORDERS: Based on prior year and anticipated usage, approximately 23 print orders.

Books/Pamphlets:	12 orders
Envelopes and Invitations:	8 orders
Overprinting Products:	3 orders

TRIM SIZE: Various trim sizes will be ordered up to and including 8 1/2 x 11".

PRINTING FROM CONTRACTOR FURNISHED STOCK/PAPER:

Books/Pamphlets:

Saddle-Stitched/Folded Books/Pamphlets: Approximately 12 items. Finished Trim Size: up to 8-1/2 x 11". Approximately 4 to 12 pages/covers per item, average 8 and approximately 100 to 1,500 copies per item, average 300.

Envelopes/Invitations:

White Baronial Envelopes/Invitations: Approximately 10 total items (4 items for envelopes and 6 items for invitations). Approximately 100 to 1,500 copies per order, average 300.

<u>Style No.</u>	<u>Envelope Size</u>	<u>Invitation Size</u>
#4	3-5/8 x 5-1/8"	3-1/2 x 4-7/8"
#5	4-1/8 x 5-1/2"	4 x 5-1/4"
#5-1/2	4-3/8 x 5-3/4"	4-1/4 x 5-1/2"
#6	4-3/4 x 6-1/2"	4-5/8 x 6-1/4"

OVERPRINTING GOVERNMENT FURNISHED STOCK/PAPER:

Envelopes/Invitations:

Approximately 3 items (1 item for envelopes and 2 items for invitations). Approximately 1 to 25 lines per item, average 10. Approximately 100 to 1,500 copies, average 300. Anticipate the following:

NO QUANTITY VARIATION WILL BE ALLOWED

GOVERNMENT TO FURNISH: Camera copy. Photographs. Electronic media. Samples to be used as guides may also be furnished. Reductions/enlargements may be required. Platform: PC, Windows 2000 or higher. Media: CD, floppy disk, or ZIP disk. Software: Pagemaker 6.0 or higher, Corel Draw 8.0 or higher, InDesign 2.0 or higher, Quark XPress 6.0. Note: Versions may be upgraded during the term of the contract.

Files are formatted to include text, rules, line art, and screens in final layout. Graphic files are linked and in final layout format. Files have been compressed. All printer and screen fonts will be furnished with the individual print order. These fonts are the property of the Government and must be returned with furnished material. Type and rules generated from electronic files must be produced on a high resolution output device producing quality equal or better than an image resolution of 2400 dpi.

Electronic Prepress: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Columbus GPO Contracting Office prior to further performance.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

Upon completion of the order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary files formats other than those supplied, unless specified by the Government.

Various stocks/papers will be furnished. Some stock/paper may be preprinted and may require additional printing by the contractor, while some stock may be blank and the contractor will be required to completely print the required image.

Delivery/shipping status report form.

Form 905 (R. 3/90) "Labeling and marking specifications".

Print Order (GPO Form 2511).

Blue Labels and Selection Certificates.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., including GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

REPRODUCIBLES: The contractor must make all reproducibles required. The contractor is responsible for determining what type reproducibles will be used but must maintain the quality level specified in the contract. No separate charges will be allowed for the various types of reproducibles that may be used.

Further, the contractor is responsible for outputting all images contained on furnished material, regardless of the production process, at the highest effective resolution possible. The contractor is responsible for determining the appropriate output resolution to achieve optimal results for such design elements as blends, gradients, halftones, type and other images. This determination should be made using factors such as stock, imaging device (or press) being used, and other factors unique to the contractors production environment.

All halftones are to be 133-line screen (266 dpi) or finer.

PROOFS: An occasional order may require proofs. When required, contractor to submit two sets of composite Dylux (bluelines), or similar layout/position proofs, of the complete issue. Proofs shall consist of the complete issue with all elements in proper position (not pasted up), and all pages imposed in correct location, imaged face and back, trimmed, and bound to the finished size of the issue. In lieu of a film based proof, a digital layout proof may be furnished provided that the digital proof is imaged using the same Raster Image Processor (RIP) that will be used to produce the finished product (at a minimum of 600 dpi single color or minimum 300 dpi full color at Contractor's/Government option). Digital layout proofs must also be imaged on two sides, and shall accurately predict front-to back registration and all aspects of page layout/image assembly.

When required, the contractor to submit two sets of one-piece color proofs: Proofs may be digital proofs, or, at contractor's option, analog integral proofs, such as Cromalin, MatchPrint, or Waterproof. Contractor must use an approved digital contract proof, such as Continuous Tone Ink Jet, Dye-Sublimation, or Thermal Laser. Thermal Wax Transfer and Laser color proofs are not acceptable.

Color proofs must have illustrations and text matter composited. Low resolution proofs (less than 1800 dpi) that are not representative of final image quality (i.e. dye sub, inkjet, color laser, etc) as well as film overlay type proofs are not acceptable. Proofs are to be "contract quality" and be representative of image quality and color that will be matched by the printed press sheets.

Any digital proof used as a "contract proof" must be imaged to predict the appearance of the press sheet, using the same Raster Image Processor (RIP) that will be used to produce the finished product. The contractor is responsible for providing a control system that facilitates making the match between the approved proofs and the printed sheets.

If digital proofs are provided, the make and model number of the proofing system utilized shall be furnished with the proofs. The Government reserves the right to require samples and to judge the suitability of any digital proof offered.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

Author's Alterations (refer to page 10 item 16) of GPO Contract Terms) and revised faxed proofs may be required. Author's Alterations and revised faxed proofs will only be paid for when errors are caused by the Government and the Government deems it necessary to require revised faxed proofs or make author's alterations.

The contractor must not print prior to receipt of an "OK to print."

STOCK/PAPER: The specifications of all stock/paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

Color of stock/paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on stock/paper the color of which, in his opinion, materially differs from that of the color sample(s).

All text stock/paper used in each copy must be of a uniform shade. All cover stock/paper must have the grain parallel to the spine. The stock/paper to be used will be indicated on the individual print order.

TEXT:

White Offset Book, basis size 25 x 38", 60 lbs. and 70 lbs. per 500 sheets, equal to JCP Code A60.

White Sunray Opaque Text, 70 lbs., Mohawk or equal.

COVERS:

White and Colored Vellum Finish Cover, basis size 20 x 26", 65 lbs. per 500 sheets, equal to JCP Code L20.

White and Colored Index, basis size 25-1/2 x 30-1/2", 110 lbs. per 500 sheets, equal to JCP Code K10.

Blazer Blue Beckett Cambric Cover, 80 lbs., Mohawk or equal.

Colored Astroparch Cover, 65 lbs.

Note: Anticipate all book/pamphlet orders will require covers.

ENVELOPES: White Baronial, #4; #5; #5-1/2; and #6, White Offset Book, basis size 25 x 38", 70 lbs. per 500 sheets, equal to JCP Code A60, or similar.

INVITATIONS: White Baronial, Plain and Panel, #4; #5; #5-1/2; and #6, White Vellum Finish Cover, basis size 20 x 26", 80 lbs. per 500 sheets, equal to JCP Code L20, or similar.

When the government furnishes stock/paper, the contractor will be required to effect a statement showing the amount of stock/paper received. Upon delivery of the completed product, the contractor must return the unused stock and the stock used in makeready and running spoilage to the ordering agency. Furnished stock/paper will be indicated on the individual print order.

PRINTING: Print head to head or face only. Print in up to two colors of ink. Some orders will require the text to print in a single color of ink and the cover in a single color of ink different than the text (no additional color charge will be allowed). Majority of orders print in a single color of ink.

Bleeds may be required. If stock is furnished when bleeds are required, the bleed image will be printed and the contractor will be required to overprint with the required image. (Anticipate Pantone 877 Silver and 871 Gold).

Note: Some orders will require Pantone 877 Silver on dark blue stock.

Match Pantone number as indicated on the individual print order.

Special care must be exercised when overprinting for proper position and typography.

PRESS SHEET INSPECTION: When so indicated on the individual print order, press sheets will be inspected by the ordering agency (in lieu of proofs) at the contractor's plant for quality conformance. Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run.

Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval.

When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued September 1991.

Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches. These areas must be repeated across the entire press sheet.

NOTE: The contractor must notify the Quality Control and Compliance Officer at (614) 488-4616 not later than 72 hours prior to the availability of the press sheets.

Margins: Follow margins as indicated on the individual print order or furnished copy.

BINDING: Various binding styles will be ordered. Bind as indicated on the individual print order.

SADDLE-STITCH/FOLD PRODUCTS: Fold, inset and saddle-wire stitch with two wire stitches (as applicable), with or without separate paper cover and trim three sides. Covers trim flush.

INVITATIONS: Trim 4 sides to size specified on the individual print order. When required, invitations may have one score line and may fold. No additional charge will be allowed for scoring or folding invitations.

PERFORATING/SCORING: An occasional order may require one perforation along the entire 11" side, 3/8" from bind. Usually the perforation will be required on the last printed text page individual print order. Anticipate orders on cover stock will require scoring before folding. Perforate/score as indicated on the individual print order.

SHRINK FILM WRAP: When indicated on print order, shrink wrap books/pamphlets and invitations. Usually in units of 25, 50, or 100.

PACKING: When stock/paper is furnished, contractor to re-pack or re-wrap as ordered and pack in boxes that material was received in. The requirement for 275 p.s.i. boxes is waived. When stock is supplied by the Contractor, pack in shipping containers furnished by the contractor. Containers are not to exceed 45 lbs. when fully packed.

LABELING AND MARKING: Refer to Contract Terms and furnished Form 905.

INSPECTION SAMPLES: When indicated on the print order, or otherwise requested, two samples shall be sent for inspection to the U.S. Government Printing Office, Columbus Regional Printing Procurement Office, 1335 Dublin Road, Suite 112-B, Columbus, Ohio 43215-7034, Attn: Inspection Samples.

These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL):

- (a) Orders must be divided into equal sublots in accordance with the chart shown below. A random copy must be selected from each subplot. Copies must not be chosen from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
Up to 500	32
500 - 3,200	50

- (b) These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to the agency address indicated on the print order.
- (c) A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished selection certificate shall be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that samples were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Ship/deliver f.o.b. destination as follows:

One sample copy to: Defense Printing Service; 4165 Communications Blvd.; Area A, Bldg. 281, Door 18; Wright-Patterson AFB, Ohio 45433-5602; ATTN: (As indicated on the individual print order).

Not later than five workdays after actual delivery of each order, deliver 2 samples to: DAPS-GL; ATTN: Program 3558-S; 2530 Paul Jones Street, Building 2A; Great Lakes, IL 60088-5700 and also delivery/fax to the same address/fax 847-688-3725 a Confirmation of Delivery which shows the date the order arrived and the name of the person that signed for the order.

Balance of order to the Wright-Patterson AFB, Ohio address as indicated on the individual print order.

Inside delivery is required. Inside delivery is defined as delivery to a Government controlled space as directed.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511) to be picked up with furnished material.

Furnished material and print order must be picked up from and delivered to the Wright-Patterson AFB, Ohio address listed on the individual print order.

NOTE: It will be the responsibility of the contractor to ascertain the condition of stock/paper picked up for printing and establish at time of pickup the quantity and any additional services required by him to prepare stock/paper suitably for printing.

The following schedule begins upon notification of the availability of print order and furnished material.

Approximately 1 to 2 print orders per month. Up to 2 orders may be placed on the same day and all orders due to delivery on the same date. Some months may have no orders.

The ship/delivery date indicated on the print order is the date products must be received at Wright-Patterson AFB, Ohio address indicated on the individual print order and a mail date for all other consignments.

ACCELERATED SCHEDULE:

Orders requiring delivery in 1 workday. **NOTE:** Premium Payment authorized on all orders requiring accelerated schedule.

Approximately 2 orders may require complete production and delivery within 1 workday.

Orders placed on the accelerated schedule are limited to the following:

1. Orders will not exceed 100 copies and up to 8 page book/pamphlet.
2. Orders will be in black or single color of ink other than black. Usually pamphlets will print in silver on blue.

NOTE: Required stock/paper may be furnished by the Government or by the contractor as indicated on the individual print order.

Example For One (1) Workdays:

Material/print order available for pickup by 1:00 p.m. on October 21, 2004 must be delivered by 1:00 p.m. on October 22, 2004.

REGULAR SCHEDULE:

Orders requiring delivery in 2 workdays or more.

Anticipate the majority of orders will require delivery within two workdays. An occasional order may require three workdays or more.

Example For Two (2) Workdays:

Material/print order available for pick up by 3:00 p.m. on October 19, 2004 must be delivered by 3:00 p.m. October 21, 2004.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers: total quantity delivered, number of cartons, and quantity per carton: date delivery made: and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

RETURN OF GOVERNMENT FURNISHED PROPERTY:

The contractor must return all material furnished by the Government, together with one printed sample of each job, to the address indicated on the individual print order.

These materials must be packaged, properly labeled, and delivered separate from the entire job. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to the pickup/return of furnished material, and furnishing sample copies, must be borne by the contractor.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid will be determined by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one years production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

- I. 1. (a) 96
(b) 288
- 2. (a) 8
(b) 24

- II. (a) 12
(b) 60
(c) 12
(d) 12
(e) 42
(f) 6

- III. (a) 3
(b) 2,400

- IV. 1. (a) 6
(b) 6
- 2. (a) 9
(b) 9
- 3. (a) 2
(b) 6

- V. 1. (a) 1
(b) 3
- 2. (a) 2
(b) 6
- 3. (a) 1
(b) 3
- 4. 10

It is estimated that 10% of the orders placed on this contract will be for the accelerated schedule. Therefore, premium payments will enter into the determination by applying the percentage increase offered for the accelerated schedule to 10% of the total price offered for all items except for "Contractor Furnished Stock/Paper" in the "Schedule of Prices".

This additional cost will be included in the total bid and will be used to determine the lowest bid.

PREMIUM PAYMENTS: Orders requiring an accelerated schedule as defined on page 11 will be paid for at the premium rate in accordance with the contractor's offered percentage in the "Schedule of Prices".

All other orders will be placed with the required schedule and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items except Item II. "Contractor Furnished Stock/Paper" in the "Schedule of Prices".

When premium payment is authorized the print order will be abstracted, and the order will be placed with the contractor whose price proves the lowest.

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on his voucher.

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination to Wright-Patterson AFB, Ohio.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided.

Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per 100 rate.

Bids for each "Format" shall be for any trim size, up to the maximum trim size listed for each of the "Formats", as outlined in Section 2.- Specifications.

PRINTING FROM CONTRACTOR FURNISHED STOCK/PAPER: ITEMS I THRU IV:

I. BOOKS/PAMPHLETS/SINGLE LEAF PRODUCTS: PRINTING, BINDING, PACKING AND DELIVERY: The prices offered shall be all-inclusive for reproducibles, printing, binding, packing and delivery, in accordance with these specifications and shall include the cost of all required materials and operations except for items II. Stock/Paper, III. Additional Operations, and VI. Premium Payments.

Books/Pamphlets: Text and covers (printing in a single ink color): A charge will be allowed for "each page" whether printed or blank, contained in the product(s) orders. Each text leaf contains two pages, and each complete cover contains four pages. Unless specifically ordered otherwise, no more than three blank pages shall be permitted at the end of the text.

(Initials)

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SCHEDULE OF PRICES

- 1. Saddle-stitch/fold: Printing in a single ink color including binding each page:
 - (a) Makeready and/or Setup Charges..... \$ _____
 - (b) Running Charges per 100 copies \$ _____

- 2. Additional Color(s), per color, per page:
 - (a) Makeready and/or Setup Charges..... \$ _____
 - (b) Running Charges per 100 copies \$ _____

II. CONTRACTOR FURNISHED STOCK/PAPER: Payment for all stock/paper supplied by the contractor under the terms of these specifications, as ordered on the individual print order, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any stock/paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Text--Each page-size leaf.
Covers--Two page-size leaves will be allowed for each complete cover.

- (a) White Offset Book (60 lbs. and 70 lbs.).....per 100 leaves..... \$ _____
- (b) Sunray White Text (70 lbs.).....per 100 leaves..... \$ _____
- (c) White and Colored Vellum-Finish Cover (65 lbs.)per 100 leaves..... \$ _____
- (d) White and Colored Index (110 lbs.).....per 100 leaves..... \$ _____
- (e) Blazer Blue Beckett Cambric Cover (80 lbs.).....per 100 leaves..... \$ _____
- (f) Colored Astorparch Cover (65 lbs.).....per 100 leaves..... \$ _____

III. ADDITIONAL OPERATIONS (BOOKS/PAMPHLETS) (as applicable): The bids for the following operations must include the cost of all required material and operations, except for Item VI Premium Payments.

- (a) Perforate/Score.....per 100 leaves..... \$ _____
- (b) Shrink-wrapper book/pamphlet..... \$ _____

IV. ENVELOPES AND INVITATIONS (COMPLETE PRODUCT): Prices shall include the cost of all required materials and operations necessary for the complete production and delivery of the product listed in accordance with these specifications, except for Item VI. Premium Payments".

- 1. Envelopes: Printing face only in a single ink color:
 - (a) #4 or #5 White Baronialper 100 envelopes..... \$ _____
 - (b) #5-1/2 or #6 White Baronial.....per 100 envelopes..... \$ _____

- 2. Invitations Plain and Panel: Printing face only in a single ink color:
 - (a) #4 or #5 White Baronialper 100 envelopes..... \$ _____
 - (b) #5-1/2 or #6 White Baronial.....per 100 envelopes..... \$ _____

Initials)

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SCHEDULE OF PRICES

3. Printing in additional color(s), per color, per side and/or back printing:
- (a) Makeready and/or setup charge \$ _____
- (b) Running per 100 copies \$ _____

V. OVERPRINTING GOVERNMENT FURNISHED STOCK/PAPER (COMPLETE PRODUCT):
Prices shall include the cost of all required materials and operations necessary for the complete production and delivery of the product listed in accordance with these specifications, except for Item VI. Premium Payments.

1. Overprinting Envelopes in a single ink color up to and including 15 lines per side
- (a) Makeready and/or Setup Charges \$ _____
- (b) Running per 100 Copies \$ _____
2. Overprinting Invitations in a single ink color up to and including 15 lines per side
- (a) Makeready and/or Setup Charges \$ _____
- (b) Running per 100 Copies \$ _____
3. Additional Colors: Overprinting additional color(s), per color, per side:
- (a) Makeready and/or Setup Charges \$ _____
- (b) Running per 100 Copies \$ _____
4. Additional charge for each line after the first 15 lines on each side.....per line \$ _____

VI. PREMIUM PAYMENTS: Premium payments will apply to all items except for the stock/paper which is listed under Item II. Stock/Paper. This is only authorized for orders placed on the "Accelerated Schedule" as defined in these specifications.

- (a) Percentage Increase..... %

Initials)

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BIDDERS NAME AND SIGNATURE: Fill out and return via mail/telefax "Section 4. - Schedule of Prices", initial or sign in the space provided.

DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS: _____ percent, _____ calendar days.
(Refer to Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2)).

BIDDER: _____

(Address)

(City, State Zip Code)

BY: _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

CONTRACTOR CODE (if known): _____

SHIPMENT(S) WILL BE MADE FROM: City _____, State _____

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